



सत्यमेव जयते



GOVERNMENT OF INDIA

OFFICE OF THE COMMISSIONER OF KOLKATA SOUTH CGST & CX: KOLKATA  
GST BHAWAN: 180, RAJDANGA MAIN ROAD: SHANTIPALLY: KOLKATA-700107  
033 2441-6839 kolsouth.gst@gov.in

C.No. V(30)04/Tech/Trade Notice/HQ/South/CGST&CX/Kol/2019/2476-2518 Date: 17-08-2020

**TRADE NOTICE NO. 01 /2020**

**Sub: Launch of e-Office in Kolkata South CGST & CX Commissionerate**

This is for information of all taxpayers that eOffice, an application developed by the National Informatics Centre under the Ministry of Electronics and Information Technology, Govt. of India, to carry out office work electronically, has been launched in Kolkata South CGST & CX Commissionerate. The application is designed to establish a paperless environment in Government offices, increase efficiency, transparency, effectiveness, employee convenience and accountability and to give better services to the taxpayers.

2. It is expected that adoption of eOffice to carry out office work will bring in its wake an attitudinal shift and awareness and usher in more efficient, effective and transparent inter and intra government transactions. The process will benefit the public in terms of enhanced transparency, increased accountability, assured data security and integrity and is also expected to be a huge transformation in work culture and ethics within the department.

3. With launch of eOffice, taxpayers are encouraged to utilize electronic means of communication with the Department. In this regard, it may be noted that since e-Office application requires pdf files, it would be convenient if communications / letters sent to the Department by electronic means are in pdf format, better still if they are in searchable mode, for faster processing by the Commissionerate.

4. Taxpayers are also encouraged to mention their mobile number and email in their communications to facilitate immediate acknowledgement by mail and SMS through the application. They will receive the Diary Number allotted to their communications, which can be used as a reference by them while communicating with the Department in future.

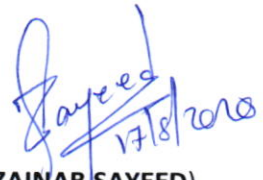
5. All members of the Regional Advisory Committee, Trade Associations and Chamber of Commerce in the State/UT of West Bengal are requested to circulate this Trade Notice among their constituent members for wide dissemination. Difficulties faced or suggestions, if any, may be brought to notice.

(DEVENDRA NAGVENKAR)  
Commissioner, CGST & CX,  
Kolkata South Commissionerate

C. No. V(30)4/Tech/Trade Notice/HQ/South/CGST & CX/Kol/2019 / Dated 17-08-2020  
2476-2518

Copy to:

1. The Principal Chief Commissioner, Central Tax, Kolkata CGST & CX Zone, Kolkata, West Bengal.
2. The Principal Commissioner/Commissioner, of Kolkata North/Haldia/Bolpur/Siliguri/ Audit-I/Audit-II/Durgapur Audit, CGST & CX Commissionerate.
3. The Additional/Joint Commissioner, Kolkata South CGST & CX Commissionerate, Kolkata.
4. The Deputy/Assistant Commissioner of Park Street/Ballygunge/Bhowanipur/Tollygunge/ Behala/Budge Budge/ Bishnupur/ Rashbehari/ Mahestala/ Joka/ Taratala-I/ II Division Kolkata South CGST & CX Commissionerate, Kolkata for information and necessary compliance. He/She is directed to circulate the said Trade Notice to all the Trade Associations various local Chambers of Commerce and other Commercial establishment under his/her jurisdiction. Also directed to circulate to all range officer under his/her jurisdiction.
5. The Deputy/ Assistant Commissioner, HQ ET, HQ Accounts, HQ GL, HQ RTI, HQ Adjudication, HQ P&E, HQ T&R, HQ TARC, HQ Legal, HQ Pool, HQ Stat, HQ Vigilance, HQ Anti-Evasion, HQ CERA
6. The Bharat Chamber of Commerce, 9/1, Syed Amir Ali Avenue, Mullick Bazar, Ballygunge, Kolkata – 700 017
7. The Indian Chamber of Commerce, 4 India Exchange Place, Kolkata – 700001
8. The Bengal National Chamber of Commerce & Industries, 23, Sir R.N.Mukherjee, Kolkata – 700001
9. The Merchant Chamber of Commerce, 15B, Hemanta Basu Sarani, Kolkata – 700001
10. The Federation of Indian Export Organizations, Express Tower, 42A, Shakespeare Sarani, 6<sup>th</sup> Floor, Kolkata – 700017
11. The Manager, Website, Directorate General of Systems & Data Management, 4<sup>th</sup> & 5<sup>th</sup> Floor, Samrat Hotel, Chanakyapuri, New Delhi, 110021. He is requested to upload this information on the website.
12. The Superintendent, Systems, Kolkata South CGST & CX. He is requested to upload this information on the website at the earliest.
13. Notice Board.

  
17/8/2020

(ZAINAB SAYEED)

Deputy Commissioner, CGST & CX,  
Kolkata South Commissionerate